

**NEBRASKA
REAL ESTATE APPRAISER BOARD**

RENEWAL APPLICATION

**FOR
QUALIFYING EDUCATION
AND
CONTINUING EDUCATION**

Qualifying Education: _____
Continuing Education: _____

Application Received: _____
Board Number: _____
Initial Approval Date: _____

For Board Use Only

Approval Date: _____
Expiration Date: _____

INSTRUCTIONS: *This application form must be used by the provider applying for renewal of a qualifying education course or a continuing education activity. A separate application form must be filed for each course/continuing education activity submitted for approval. Applicants should read carefully the Qualifying Education and Continuing Education Activity Approval Policy and Procedures before completing the information below. In addition, you should refer to Title 298 Rules and Regulations.*

School / Provider Information

1. Name: _____

2. Address: _____

3. Telephone: _____ 4. Fax: _____

5. E-Mail: _____

6. Contact Person: _____

7. Contact Person Telephone: _____

8. Authorized Agent: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Estate Appraiser Board including but not limited to matters of discipline, approval or denial of course, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Estate Appraiser Board is enforced. *(This Agent must sign this application)*

Name: _____

Contact Address: _____

Contact Telephone: _____

Agent Signature: _____

COURSE _____	CONTINUING EDUCATION _____
EDUCATION _____	
TITLE: _____	
Education Length (Hours): _____ Examination Length (Hours): _____	
Total Hours: _____	
Intended Date(s) of Offering: _____	
Location of Offering: _____	

All of the following materials must be submitted together with this application.

1. A copy of license approval issued by the Nebraska Department of Education for all Qualifying Education.
2. Qualifying Education / Continuing Education Description
3. Detailed Content Outline / Course Matrix / Hours per Topic
4. Learning Objectives
5. Work Assignments
6. Text and Materials: this includes all texts and materials used in teaching and used by the student.
7. Presentation method
8. Prerequisites
9. A copy of the examination.
10. The instructor qualifications used in selecting instructors for appraisal education.
11. A completed Instructor Approval Application
12. A copy of Student Evaluation Form for Course and Instructor.
13. A copy of the proposed certificate of completion.
14. Procedure for measuring and validating student attendance.
15. A non-refundable \$10.00 application fee for continuing education. A non-refundable \$25.00 application fee for qualifying education.
16. **For USPAP Courses and USPAP Updates**, a copy of the AQB Certification for the instructor and the provider's license agreement or equivalency certification from The Appraisal Foundation.

All materials submitted to the Nebraska Real Estate Appraiser Board of an application for Renewal of Educational Offerings are for Board use only. All materials submitted shall be retained by the Board, except for the exam, text and materials, and work assignments. Upon approval these will be returned to the provider.